

Blaby District Council  
Council Offices  
Desford Road  
Narborough  
Leicester LE19 2EP

Telephone: 0116 2727533  
Fax: 0116 2727599  
Email: [building.control@blaby.gov.uk](mailto:building.control@blaby.gov.uk)

Building Regulations Reference Number
--

This form is to be filled in by the person who intends to carry out building work or agent. If the form is unfamiliar please consult your local Building Control office. Please type or use block capitals. Cheques are to be made payable to Blaby District Council. **Please note that if a Regularisation Certificate is required urgently (subject to satisfactory inspection) then payment must be by cash or debit/credit card.**

**IMPORTANT – This application can only be applied to unauthorised work which was commenced on, or after, 11<sup>th</sup> November 1985.**

<b>1</b>	<p><b>APPLICANT'S DETAILS</b> Name: ..... Address: ..... ..... Postcode: ..... Tel: ..... Fax: .....</p>
<b>2</b>	<p><b>AGENT'S DETAILS (if applicable)</b> Name: ..... Address: ..... ..... Postcode: ..... Tel: ..... Fax: .....</p>
<b>3</b>	<p><b>LOCATION OF BUILDING TO WHICH WORK RELATES</b> Address: ..... ..... Postcode: ..... Tel: ..... Fax: .....</p>
<b>4</b>	<p><b>WORK CARRIED OUT</b> (plan of the unauthorised work to accompany this notice) Description: ..... .....Date work carried out:.....</p>
<b>5</b>	<p><b>USE OF BUILDING</b> 1. If existing building state present use: ..... 2. Is the building put to a use which is a relevant use? <span style="float: right;">YES / NO</span></p>
<b>6</b>	<p><b>CONDITIONS</b> I agree to take such reasonable steps, including laying open the unauthorised work for inspection by the Authority, making tests and taking samples, as the Authority thinks appropriate to ascertain what work, if any, is required to secure that the relevant requirements are met.</p>
<b>7</b>	<p><b>CHARGE</b> This application must be submitted with the Regularisation Charge, calculated in accordance with the 'Schedule of Charges' relating to either Schedule A, B or C. See separate Guidance on charges for information. Regularisation fee submitted: £</p>
<b>8</b>	<p><b>Statement</b> This notice is given in relation to the building work as described, is submitted in accordance with Regulation 21 (3) and is accompanied by the appropriate charge.</p>
<p>Name: _____ Signature: _____ Date: _____</p>	



Please note that by applying for this Regularisation Certificate it does not convey nor imply any approval under the Town and Country Planning Acts. You are advised that planning permission may be required for these works. You are therefore advised to contact 0116 2727705 or email: [planning@blaby.gov.uk](mailto:planning@blaby.gov.uk).

---

## Notes

1. The applicant is the building owner.

Contact details are required to enable us to get in touch with you to make an appointment for inspection.

2. One copy of this notice should be completed and submitted with plans and particulars indicating the works carried out. Where Part B (Fire Safety) imposes a requirement in relation to building work, a further two copies of the plans should be deposited.

3. **REGULARISATION CHARGES** - are for the consideration of an application for a Regularisation Certificate under Regulation 21, in respect of unauthorised building work.

- This charge is a single payment fee, payable at the time of submitting an application and covers the administrative costs and all appropriate site inspections.

- Please note that VAT is not payable on this type of charge.

- The appropriate charge will be dependant upon the type of work carried out. The scales and method of calculation are set out in the 'Guidance Note on Charges', which is available on request.

- Estimated cost of the work would be the current cost applicable at the time application is submitted to the local authority.

4. In accordance with Building Regulation 21 the Council may require an applicant to take such reasonable steps, including laying open the unauthorised work for inspection, making tests and taking samples as the authority think appropriate to ascertain what work, if any, is required to secure compliance with the relevant regulations.

In most cases opening up work will be required for assessment.

For an extension for example, this would be exposing the foundations (a minimum of two trial holes), giving access to the roof construction etc. The floor and wall construction will also have to be ascertained, possibly by holes drilled allowing inspection by endoscope.

For structural alterations the supporting member e.g. steelwork, will need exposing together with the bearings at each end.

For loft conversions this would be exposing the floor construction and other supporting members, fire precautions, thermal and sound insulation provisions etc.

Note this is not an exhaustive list and requirements will probably differ for each job.

It would be prudent to discuss this with the Building Control Surveyor as soon as possible.

To speed up the process it would be beneficial if such works were carried out prior to our visit so that the work is ready for inspection. However, note that further opening works may be requested at/after inspection.

Note that the regularisation of the work would be in accordance with the regulations applicable at the time the work was carried out, not necessarily the current regulations.

5. These notes are for general guidance only; full particulars of a request for retrospective approval (Regularisation) of unauthorised building work are contained in Regulation 21 of the Building Regulations 2000 (as amended) and, in respect of fees, in the Building (Local Authority Charges) Regulations 1998 (as amended).

6. Persons who have carried out the building work or have made a material change of use of a building are reminded that permission may also have been required under the Town and Country Planning Act.

7. Further information and advice concerning the Building Regulations and planning matters may be obtained from your local authority.

### 8. DATA PROTECTION ACT 1998

The information given on this form will be used for the purposes of this Building Regulation application and will be made available to other Council services to allow the authority to provide "joined up" service provision, including enforcement. It will also be made available to other external organisations that have a statutory interest in the information, e.g. Valuation Office, Leicestershire Fire and Rescue (if relevant), Severn Trent Water and any organisation appointed by the Council to assist in the Building Regulation process, e.g. external plan checkers, consultant engineers.

This data is under the control of the Local Authority and if you wish to know what personal data is being held about you please contact the Council at the address shown on the application form.

Paper records will be held for a period of approximately 3 years from the date of deposit or submission and then digitally scanned and the paper file destroyed (subject to a change in retention policy). Computer records will be kept indefinitely.

---